



<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No.</b> C1129 <b>Page</b> 1 <b>of</b> 3
<b>Agency</b> Cecil County Government		<b>Division/Unit</b> Roads
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1	<p>This series includes vehicle records, accident and incident reports, employment documents and general roads records.</p> <p>Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.</p> <p>Each agency will use all or some of the following records which are governed by the indicated retention period:</p> <p><u>VEHICLE RECORDS, ACCIDENT</u></p> <p>A. Accident Reports</p> <p>B. Motor Vehicle Accident reports</p> <p>C. Vehicle Work orders</p> <p>D. Vehicle Emission Inspections</p> <p>E. Vehicle Registration</p>	<p>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy</p> <p>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy</p> <p>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after expiration and then destroy.</p>
Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature  _____ Typed Name <u>Scott Mesneak</u> Title <u>IT &amp; Records Retention Director</u>		Schedule Authorized by State Archivist Date <u>7 March 2011</u> Signature  _____

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> <b>(Continuation Sheet)</b>		<b>Schedule No.</b> C1129  <b>Page</b> 2 of 3
<b>Agency</b> Cecil County Government		<b>Division/Unit</b> Roads
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
2	<u>EMPLOYEE DOCUMENTS</u> A. Employee Certificates  B. Employee Timesheets C. Employee Reviews D. Incident Reports	Retain hard copy until scanned and image verified then give HR original. Retain imaged copy for two (2) years then destroy.  Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year after separation from employment or last benefits check, whichever is later, then destroy.
3	<u>GENERAL DOCUMENTS</u> A. MSDS- Material Safety Data Sheets  B. Bridge Inspection Reports  C. Accounts Payable Invoices	Retain hard copy until scanned and image verified. Retain imaged copy permanently and transfer hard and image copy annually to Archives.  Retain hard copy until scanned and image verified. Retain imaged copy for eight (8) years then transfer hard and image copy to Archives.  Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for seven (7) years from the end of the fiscal year the file was closed then destroy.

<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b> <b>(Continuation Sheet)</b>		<b>Schedule No.</b> C1129
		Page 3 of 3
<b>Agency</b> Cecil County Government		<b>Division/Unit</b> Roads
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	D. General Liability Loss Report	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy
	E. Letters to Residents	Scan original and verify image. Retain hard and imaged copy for five (5) years then transfer hard and image copy to Archives.
	F. Road Crossing Permit	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years from close of project, then destroy
	G. Asphalt Overlay	Retain hard copy until scanned and image verified then destroy hard copy.
	H. Customer Complaint Letters	Retain imaged copy for three (3) years from close of project, then destroy
	I. Permission Agreements	
	J. Resolutions	
	K. Road Crews Work Orders	

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>1</u> of <u>20</u>	
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Accident Reports</b>				5 EARLIEST YEAR/LATEST YEAR <u>2005</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>LGIT &amp; Risk Management.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>  2  </u> of <u>  20  </u>	
<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Roads		<b>3 UNIT</b>	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Accounts Payable Invoices				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>  2005  </u> TO <u>  2010  </u>	
<b>6 INPUT - Identify source of information to be entered</b> Paper			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION -</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  To pay vendors for services and materials.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing.  Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12. RECOMMENDED RETENTION</b> Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for seven (7) years from the end of the fiscal year the file was closed then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Scott Mesneak		<b>14 TELEPHONE NUMBER</b>  410-996-5205		<b>15 DATE</b>  9/10/2010	
<b>16 TITLE OF PREPARER</b>  IT & Records Retention Director					
DGS 550-6					

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		Page <u>3</u> of <u>10</u>			
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Asphalt Overlay</b>				5 EARLIEST YEAR/LATEST YEAR <u>2005</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>Includes gradation reports, mix designs, testing results, inspection reports, materials tickets, punch lists, and correspondence. To show proof of work for billing purposes.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
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<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Roads		<b>3 UNIT</b>	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Bridge Inspections Reports				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2005</u> TO <u>2010</u>	
<b>6 INPUT –</b> Identify source of information to be entered Paper			<b>7 OUTPUT –</b> Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION –</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Legal and record keeping.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing.  Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12. RECOMMENDED RETENTION</b> Retain hard copy until scanned and image verified. Retain imaged copy for eight (8) years then transfer hard and image copy to Archives.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Scott Mesneak		<b>14 TELEPHONE NUMBER</b>  410-996-5205		<b>15 DATE</b>  9/10/2010	
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Roads		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Customer Complaint Letters				5 EARLIEST YEAR/LATEST YEAR <u>1982</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. To research history of road problems					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Roads		3 UNIT	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Employee Certificates				5 EARLIEST YEAR/LATEST YEAR <u>1983</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. For annual review purposes.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Roads		3 UNIT	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Employee Reviews				5 EARLIEST YEAR/LATEST YEAR <u>1983</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. To track employee progress.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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12 RECOMMENDED RETENTION <small>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year after separation from employment or last benefits check, whichever is later, then destroy.</small>					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
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1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Employee Timesheets</b>				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>To calculate employee wages.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
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1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>General Liability Loss Report</b>				5 EARLIEST YEAR/LATEST YEAR <u>  2005  </u> TO <u>  2010  </u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>LGIT &amp; Risk Management Reporting</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
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1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Incident Reports</b>				5 EARLIEST YEAR/LATEST YEAR <u>2005</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system. <b>Electronic Document - IBM Content Manager</b>		
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12 RECOMMENDED RETENTION <small>Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year after separation from employment or last benefits check, whichever is later, then destroy.</small>					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
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<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
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1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Letters to Residents</b>				5 EARLIEST YEAR/LATEST YEAR <u>1982</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>Customer relations, inform of future work</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified. Retain imaged copy for five (5) years then transfer hard and image copy to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>12</u> of <u>20</u>			
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Motor Vehicle Accident Report</b>				5 EARLIEST YEAR/LATEST YEAR <u>2005</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>LGIT &amp; Risk Management.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

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1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>MSDS - Material Safety Data Sheets</b>				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>To identify hazardous materials for safety purposes.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified. Retain imaged copy permanently and transfer hard and image copy annually to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					



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<b>1 DEPARTMENT/AGENCY</b> Cecil County Government		<b>2 DIVISION</b> Roads		<b>3 UNIT</b>	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Permission Agreements				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>1982</u> TO <u>2010</u>	
<b>6 INPUT - Identify source of information to be entered</b> Paper			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Electronic Document - IBM Content Manager		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION -</b> Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Legal.					
<b>9 POLICY ON ACCESS AND USE –</b> Explain or attach copy if established in writing.  Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
<b>12. RECOMMENDED RETENTION</b> Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Scott Mesneak		<b>14 TELEPHONE NUMBER</b>  410-996-5205		<b>15 DATE</b>  9/10/2010	
<b>16 TITLE OF PREPARER</b>  IT & Records Retention Director					
DGS 550-6					

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>15</u> of <u>20</u>			
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Resolutions</b>				5 EARLIEST YEAR/LATEST YEAR <u>1982</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>Signage.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

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		Page <u>16</u> of <u>20</u>			
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
<b>DEFINITION – Record Series –</b> A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Road Crossing Permit</b>				5 EARLIEST YEAR/LATEST YEAR <u>1982</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>To track road cut responsibility.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. <b>Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.</b>					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years from close of project, then destroy					
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16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

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		Page <u>17</u> of <u>20</u>			
1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Roads		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Roads Crews Work Orders				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. To track completed work.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Cecil County Government Administration Building Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Scott Mesneak		14 TELEPHONE NUMBER 410-996-5205		15 DATE 9/10/2010	
16 TITLE OF PREPARER IT & Records Retention Director					
DGS 550-6					

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		Page <u>18</u> of <u>20</u>			
1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
DEFINITION – Record Series – A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Vehicle Emission Inspections</b>				5 EARLIEST YEAR/LATEST YEAR <u>2007</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>To comply with Maryland State laws.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
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12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after expiration and then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

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1 DEPARTMENT/AGENCY <b>Cecil County Government</b>		2 DIVISION <b>Roads</b>		3 UNIT	
<b>DEFINITION</b> – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE <b>Vehicle Registration</b>				5 EARLIEST YEAR/LATEST YEAR <u>2004</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered <b>Paper</b>			7 OUTPUT - Identify the use/s of information generated by system <b>Electronic Document - IBM Content Manager</b>		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. <b>To comply with Maryland State laws.</b>					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. <b>Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.</b>					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <b>Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.</b>					
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12. RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after expiration and then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER <b>Scott Mesneak</b>		14 TELEPHONE NUMBER <b>410-996-5205</b>		15 DATE <b>9/10/2010</b>	
16 TITLE OF PREPARER <b>IT &amp; Records Retention Director</b>					
DGS 550-6					

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1 DEPARTMENT/AGENCY Cecil County Government		2 DIVISION Roads		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Vehicle Work Orders				5 EARLIEST YEAR/LATEST YEAR <u>2007</u> TO <u>2010</u>	
6 INPUT - Identify source of information to be entered Paper			7 OUTPUT - Identify the use/s of information generated by system Electronic Document - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. To track vehicle reports.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
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12 RECOMMENDED RETENTION Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy					
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DGS 550-6					

